



Coláiste Náisiúnta  
Ealaíne is Deartha  
National College  
of Art & Design  
Telephone  
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# Application form

*Application for admission to Undergraduate Courses  
Years 2–4 only*

NB: Application to Year 1 may only be made through the CAO

This part  
of the form  
is for you to  
**KEEP**

## 6 steps to making a good application

Filling out this application form is the first formal step you must take in applying to NCAD. Take your time, do it carefully and accurately, and follow the six steps outlined below. It's really quite easy to do a good job. Good luck!

- 1** Consult the current NCAD prospectus and course leaflets. Check the entry requirements. Check the closing date for the course and year of study for which you wish to apply.
- 2** Read through the entire form thoroughly and familiarise yourself with every section, including the conditions and regulations for application, before beginning to complete the form. You will notice that there are sections for our office use only, and one section that needs to be completed by your tutor or other qualified person. These sections are printed in yellow. **Everything else concerns you.**
- 3** You **MUST** fill in **Sections 1 to 6** as well as the **Declaration**. You will notice that some sections may not seem relevant to your experience but you **MUST** follow the instructions carefully and fill in these sections as indicated.
- 4** Carefully check through your completed application form. Double and triple-check that everything is correctly filled out.
- 5** Read the conditions and regulations carefully. Sign the form where it says 'Declaration' on the back page.
- 6** **Print your name clearly** at the top of the **Reference Section**, fill in the closing date for the course, and give it to your Course Tutor, Head of Department or other appropriate person to complete. You may return the reference with your form, or your referee may return it to us directly. It must arrive by the closing date for the course.

You must write your answers clearly and use a black ball-point or ink pen. Remember, incomplete or badly completed application forms may result in your application not being considered.

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*The completed application form must be returned to:*

**The Admissions Office, SS&A  
National College of Art and Design  
100 Thomas Street  
Dublin 8, Ireland**

*and not to any other member of the College staff.*

Enter the date you returned the completed application form here and keep this page for your records.

*Acknowledgements of applications are not issued.*

# Codes

## NCAD course codes

Carefully select the correct code for the course for which you wish to apply. Use it in Section 1 of the form.

Course	NCAD Code	NCAD Code Joint course option	Notes
BA (Hons) in Art & Design Education	AD001	N/a	
BDes (Hons) in Craft Design *Ceramics, Glass, Metals	AD010	AD005	<i>*Areas of Specialisation</i> Your preferred specialisation must be entered on application form. (Years 2, 3)
BDes (Hons) in Fashion Design	AD011	AD006	
BDes (Hons) in Industrial Design	AD012	N/a	
BDes (Hons) in Textile Design *Embroidered, Printed, Woven	AD013	AD008	<i>*Areas of Specialisation</i> Your preferred specialisation must be entered on application form for Year 3.
BDes (Hons) in Visual Communication	AD015	AD009	
BA (Hons) in Fine Art *Fine Print, Media, Paint, Sculpture	AD004	AD007	<i>*Areas of Specialisation</i> Your preferred specialisation must be entered on application form (Years 2, 3, 4).









## Conditions and regulations for application to NCAD

It is the applicant's responsibility to supply complete and accurate information.

All sections of this form must be completed by the applicant except the reference which must be submitted to the applicant's Tutor or other appropriate academic referee for her/him to complete.

IF FALSE OR MISLEADING INFORMATION IS GIVEN BY AN APPLICANT THE APPLICATION WILL BE DISQUALIFIED.

INCOMPLETE APPLICATION FORMS WHICH NEED TO BE RETURNED TO THE APPLICANT MAY BE DEEMED TOO LATE FOR CONSIDERATION.

Place offers are provisional until qualifications are checked. The right is reserved to seek further information or clarification on any examinations or courses taken by applicants which are relevant to their application or to their eligibility for the Free Fees Scheme or any other supports.

The decision of the College authorities in all questions arising in connection with entry procedure shall be final.

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Dublin 8, Ireland**  
and not to any other members of the College staff.



**Declaration** I confirm that the information given in this form is correct.

Applicants must note that by completing this form they accept the above conditions and the regulations set out above and in the current NCAD prospectus. Ensure that you read these carefully before signing your application.

Signature of applicant

Date

### OFFICE USE ONLY

Accept

Wait list

Reject

Signature of Head of Faculty/Department

Date

# Reference

## Report by Tutor / Other

Please outline the applicant's quality and development of work, skills and ideas together with information about the extent of their motivation and involvement with their studies.

Name of applicant

Closing date for course

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Reference

*Note: an additional page may be attached if necessary*

### Submitting this reference

It is imperative that this reference is received by the National College of Art and Design **by the closing date** for the course.

This completed reference must be returned to:

**The Admissions Office, SS&A  
National College of Art & Design  
100 Thomas Street  
Dublin 8, Ireland**

Do not submit the form to any other member of the College staff.

### Referee's details (please print clearly)

Surname

First name

Title

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Name of institution

Address of institution

Telephone number (incl.code)

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Signature

Date

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If you wish you may fold this reference at the marks on the left edge below and post using a window envelope.

**The Admissions Office, SS&A**

**National College of Art & Design  
100 Thomas Street  
Dublin 8, Ireland**